


Glossary of Common Terms Referenced in WiSACWIS

Term	Definition
AFCARS (Adoption & Foster Care Analysis Reporting System):	This is a system for collecting data on children in foster care and children who have been adopted under the auspices of the State child welfare agency. There are two components, the State component and the Federal component. The State component consists of the information system used to collect case management information, and transmit the AFCARS data to the Federal system. The Federal system consists of the information system that receives the data, process the data and checks it for compliance and quality, and the development of reports.
Assessment Contact:	The Assessment Contact is a special type of Case Note, used for specifically documenting contacts made with the family and collateral contacts during the assessment process.
Case Note:	The case note is used to document critical case management contacts made throughout the worker's assignment to the case. You may currently refer to these as Reports of Contact (ROC), Case Contacts or Case Narratives.
Case:	<p>A case is the bucket that all created and documented individual and family work falls within. The case is created under one person's name, generally the female head of household. You can think of the case as the big folder where you store all the documents and work created on that family.</p> <p><i>* Important distinction: A case is what is assigned to workers, reassigned to another worker, or closed when no further work is being done with the family.</i></p>
CPS Placement Request:	The automated WiSACWIS process where a case manager assigned to a child, needing an out-of-home placement resource, requests a placement resource from the staff responsible for managing placement resources.
Copy Over:	The copy over functionality is where the user entered information in an approved/ongoing piece of work is able to be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes a historical record in the system.
Designated County:	All foster and treatment foster home records in WiSACWIS are only able to be maintained by one county/state entity at a time. The designated county is typically the county who licenses the home. This ensures the home provider demographic, training, payee and licensing information is maintained by the county with the most accurate information.
Expando View:	An expando allows the users to drill down easily to the desired level. When the text row next to the icon on the outliner is blue and underlined the user may launch to that specific page – this replaces the need to double click the icon and the right mouse click. The arrow turns into a hand icon and the user selects the link with a single click of the mouse. This 'link' identification makes it easier for the user to understand which pieces of work can be automatically open from the outliner.
Home Provider:	A provider in WiSACWIS that provides foster home, treatment foster home or kinship services.
Hyperlinks:	Actions can be performed using textual hyperlinks. All hyperlinks will be underlined and blue in color. There will be no change in color to indicate 'visited' links.

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Information & Referral:	This Intake is used to document requests that come to the Intake worker that are of an informational nature. For example, a person calls requesting the number to Child Support. The Information & Referral Intake can help capture an accurate picture of the time your Intake workers spend assisting the public with these types of requests. An information & referral will never be screened in or out nor will it ever lead to the creation of a case.
In-Home Service:	Any service delivered to a child or family that is not an out-of-home placement. In addition in WiSACWIS adoption assistance is an in-home service. The In-Home Service Window is one of two areas where any service other than an out-of-home service may be documented.
Initial Assessment:	The Initial Assessment module is used to document the primary investigation of the Intake. In many instances, you may already refer to the unit/worker that carries out this type of work as an Investigations Unit/worker. Each PS Report that comes into the system needs to have an associated Initial Assessment completed. This area generally includes documentation of some form of risk assessment, safety assessment, legal status, eligibility (if the child is placed outside the parental home), and use of case notes, just to name a few. State standards outline that the Initial Assessment be completed within 60 days of the referral being screened in.
Intake:	<p>The Intake encompasses the documentation of a telephoned, faxed, or walk-in referral. A worker who would perform this function in WiSACWIS might be responsible for writing up referrals just for Child Protective Services, or they might be part of a centralized Intake unit that documents referrals for many different human services departments. The intake can also include screening a referral in or out and setting a response time. The intake is the pre-cursor to the development of a Case.</p> <p><i>* Important distinction: An Intake is not a case. Rather, an Intake may become a case.</i></p>
Legal Action:	Legal Action is the WiSACWIS window in which the action that began court intervention for a child (or parent/caretaker) is documented. There must be a legal action recorded before there can be a legal status, and before most legal documents can be created. (See below)
Legal Document:	This is the module used to hold all the legal documents in WiSACWIS. Documents include various court reports, etc.
Legal Status:	The legal status of a child refers to both the WiSACWIS window where the action of a court is recorded and the recorded status of a child under a court order.
NCANDS (National Child Abuse and Neglect Data System):	This is the primary source of national information on abused and neglected children known to State child protective services (CPS) agencies.
Non-CHIPS Kinship:	A Kinship Care case type where the placement of the child with the kinship provider is done voluntarily without a court order.

Term	Definition
Ongoing:	The term ongoing refers to a case that has moved from the Initial Assessment process and remains open for the agency to continue to provide services. Ongoing workers will complete processes like, legal documents, perm plans, family assessments, case plans, and case progress evaluations. They will most likely monitor an out-of-home placement or an intact family that is receiving services from the agency and maintain the family's case plan.
Out of Home Placement:	A placement of a child with a placement provider. The WiSACWIS window where the placement of a child is documented.
Parent Agency:	An agency that is responsible for the licensing and supervision for a home provider, most often a treatment foster home. In WiSACWIS, all payments made to a home provider that is associated with a "not-for-profit" parent agency go directly to the parent agency. That parent agency is then responsible for paying the home provider. If the parent agency is "for-profit" then the payment is split. The provider receiving their foster payment and the parent agency receives their appropriate amount.
Payment 	<i>The money bag icon</i> indicates that a check is in the "Request status." In most instances, you will find the moneybag icon when working with one-time payments. However, some ongoing payments will also reflect as moneybag icons. These include Group Home payments, RCC payments, and Wraparound payments. These types of payments are processed when fiscal staff receives a billing invoice from the institution or program indicating the number of days the child was placed and the cost of the placement. Fiscal staff manually enters these daily units and the system calculates and generates a check at that point. Until this happens, the payment will remain illustrated by the green money bag icon.
Payment (In process):	Means that the check was not cancelled in the pending process and is waiting to be printed and mailed. It is important to note that the check status will remain 'in process' until WiSACWIS receives the check #'s and check dates, so that the status can be changed from "In process" to "Outstanding." This means that there may be times where a provider will indicate that they have received their check while the system still indicates that it is "In process."
Payment (Outstanding):	Means that the check numbers have been received by WiSACWIS and are recorded as having been printed and mailed to the provider. The check number and check date that appear, correspond with the actual check number and the date of the actual mailing.
Payment (Pending):	A check's status will appear as pending prior to the check being printed and mailed. The check will have a pending status from the time the batch process is run on Friday evening until Monday evening where all pending checks will be converted to "in process." * Important distinction: When a check is in "pending status" you may cancel or stop this payment.
Payment Request:	Payments in WiSACWIS are generally tied to a placement. However, in some instances you can request a "one-time payment" for things like clothing allowance or transportation costs through the Payment Request module.
Private Provider:	A provider, individual or agency, that provides any service other than foster home, treatment foster home, or kinship services.

Term	Definition
Provider Inquiry:	The WiSACWIS process for creating new home providers. Can be compared to a service intake creating a new case.
Provider Note:	Similar to a case note except entered into a provider's file. You may currently refer to these as Reports of Contact (ROC), Provider Contacts or Provider Narratives.
PS Report:	The Protective Service Report is used for documentation of referrals that allege some sort of abuse or neglect. These Intakes have a named maltreater(s) and a named victim(s).
Reference Person:	<p>This is the case head, which is in most instances the mother/ female head of household. It should be noted that if the mother truly not a part of the family/case (deceased, whereabouts unknown, living out of state and has nothing to do with the family, or has had no contact with the family), then she should not be listed as the reference person for that case. For example, if the father is where the child is/was living and the father will be participating in the case planning, then it is logical that the father would be listed as the reference person. Counties need to establish their own guidelines about when other legal relatives should be used as the reference person should the mother not be involved in the case as there is never one rule that will cover the complexity or the wide variety of family arrangements.</p> <p>All other case participant's relationships will reference back to the reference person. For example, if the reference person is the mother, her children's relationships within the case will be "Biological Child." This scenario holds true for most every type of case including Juvenile Justice cases. Voluntary or Non-Court Ordered Kinship Care cases are structured with the child as the Reference Person.</p>
Services Intake:	The Services Intake is used to document referrals of a child welfare nature. Maltreators and victims are not named on this type of report. You might use the Services Intake to document a parent's request for assistance with their truant teen, or a court's request for an ordered home study. Or, you can use this type of intake to create a kinship case, or create a juvenile justice case, or document requests to complete court ordered home studies.